


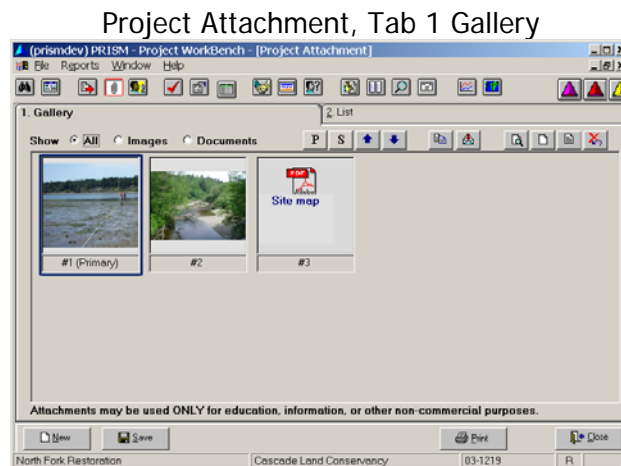
Adding Attachments to Your PRISM Application


Some materials and information on projects cannot be entered directly into PRISM. To help applicants submit more data electronically, PRISM has an Attachments Module to permit users to electronically submit information to the SRFB. Your connection speed must be close to 56k. Do not try this with a 28.8k connection speed. It will not work.

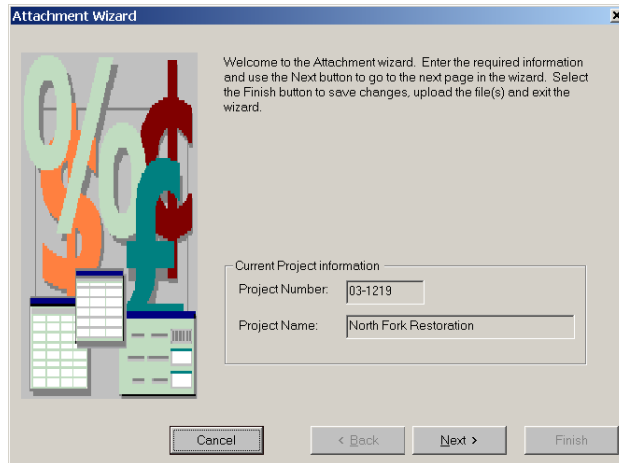
Typical types of attachments include the Application Authorization, Evaluation Proposal, Maps (general vicinity and worksite), Project Photos, Long-term Stewardship Plan, Project Partnership Contribution Forms, Landowner Willingness Form, and any other materials you feel are pertinent for IAC/SRFB staff and Technical Panel members for your application. This information will be provided to the technical panel in an electronic format.

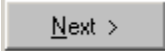
Documents that are not in a JPEG (photo) or PowerPoint format will be converted to a PDF file (such as word processing or spreadsheet files). These documents will be stored in PRISM and accessible by the applicant at all times. IAC/SRFB Grant Managers may at times also add documents to an application. If you have any problems attaching the document, e-mail the file to your IAC/SRFB Grant Manager. They will attach it for you. If you have a very slow Internet connection, you may find this process faster.

The first step to add an attachment is to locate the project on the Browser. Then click on the project and select the Attach  icon from the top menu.

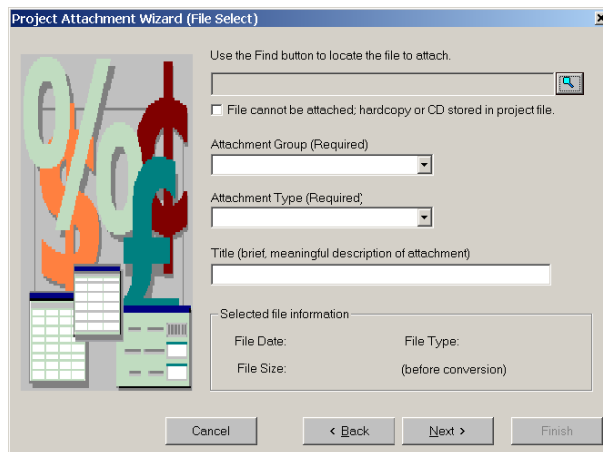



When you first enter this screen, there are no documents to view. To attach a new document, select the New  button. This will bring up the first screen of the Attachment Wizard.

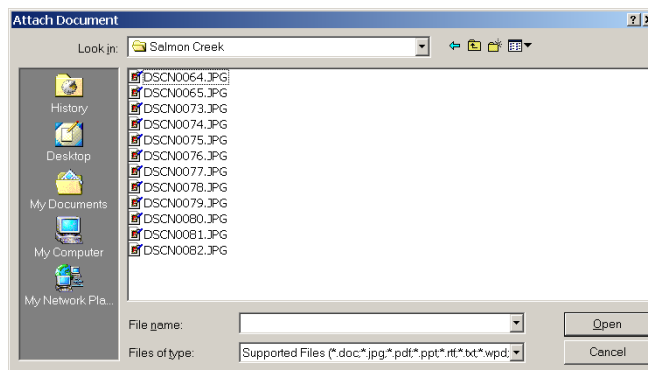


Verify you have the correct project number and project name, and then select the Next  button.

The second Attachment Wizard screen will allow you to select the document or photo to be attached and start collecting metadata to determine what fields need to be completed.



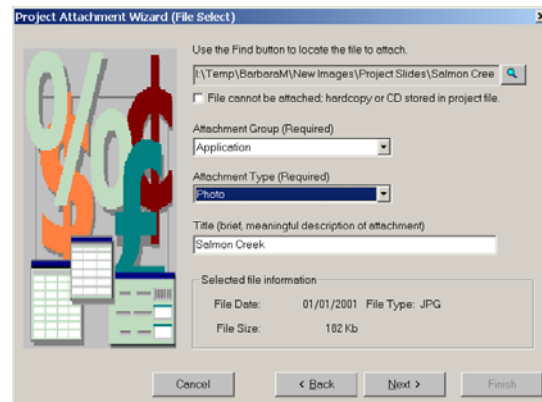
Use the Find  button as you would any search process. Clicking on the Find button will bring up a directory to search for the document or photo you plan to attach.



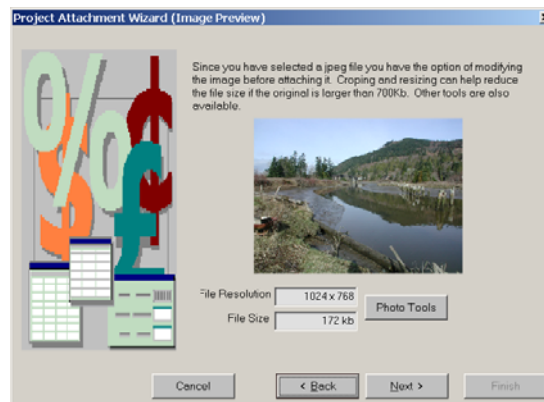
After selecting the item you wish to attach, you will be returned to the Attachment Wizard

screen. The file name will appear in the first text box.

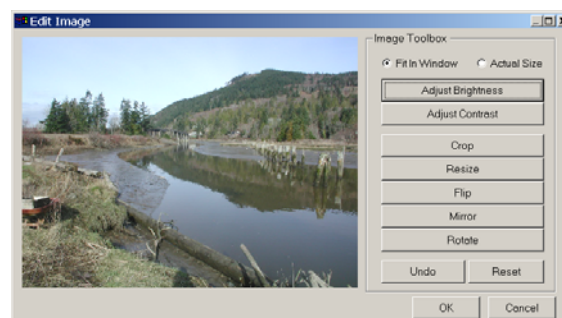
The Attachment Group and Attachment Type fields each contain a dropdown list from which to select an answer. Both of these fields are required. A title will appear in the next data field, which you may change if you wish. Information about the file is displayed on the bottom portion of the screen. Depending on the type of file selected, different screens will display.


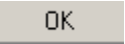




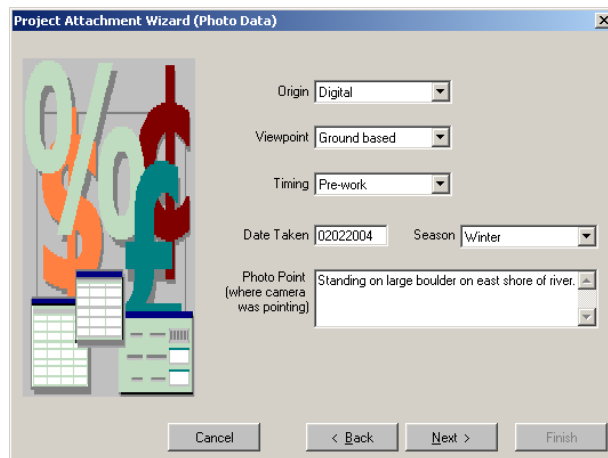
Select the Next  button. For JPEG files, it will bring up the Image Preview screen.



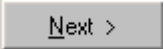
If you would like to modify the JPEG file, select the Photo Tools button. This will bring up the edit image screen.

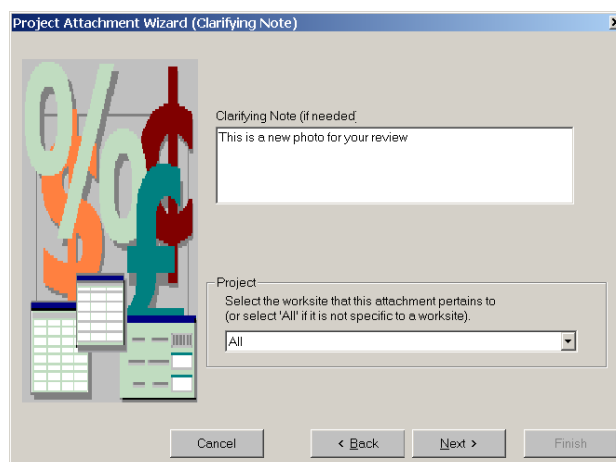


On this screen, you can make a number of changes to the photo. If you don't like the changes, select the Reset  button. Once you are done with the photo, select the OK  button. If it was the wrong photo select the Cancel  button. This will return you to the Project Attachment Wizard screen. Select the Next  button. This will bring up the Photo Data screen.



The screenshot shows the 'Project Attachment Wizard (Photo Data)' dialog box. On the left is a graphic with large, colorful numbers and symbols. On the right, there are several input fields: 'Origin' (Digital), 'Viewpoint' (Ground based), 'Timing' (Pre-work), 'Date Taken' (02022004), 'Season' (Winter), and 'Photo Point' (Standing on large boulder on east shore of river.). At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

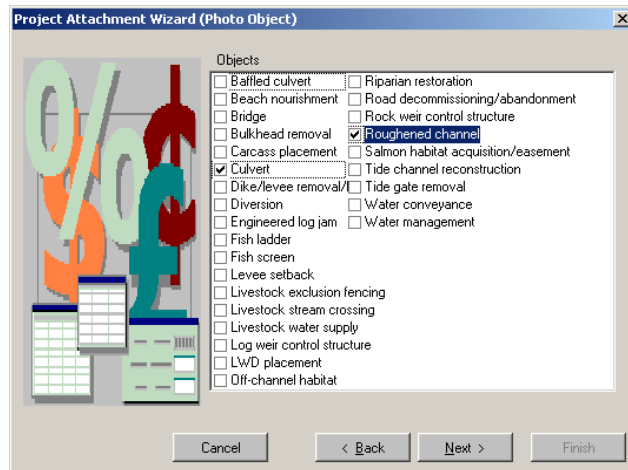
Select from the dropdown box the origin of the photo, viewpoint, timing, and season. Type in the date taken and photo point, if applicable. Select the Next  button. This will bring up the Clarifying Note screen.



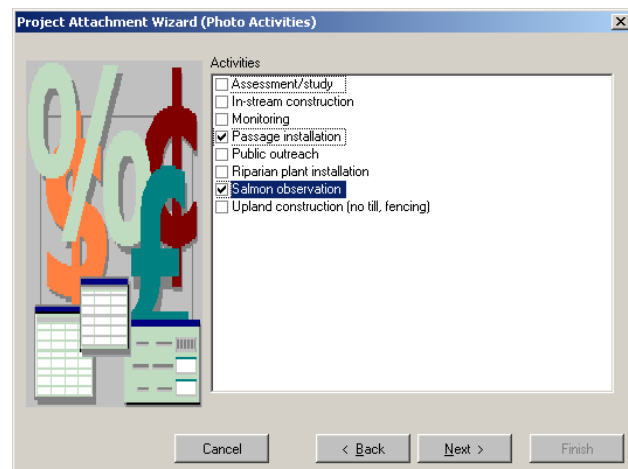
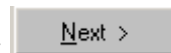
The screenshot shows the 'Project Attachment Wizard (Clarifying Note)' dialog box. On the left is the same graphic as the previous screen. On the right, there is a 'Clarifying Note (if needed)' text area containing 'This is a new photo for your review'. Below that is a 'Project' dropdown menu with 'All' selected. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

If you need to describe the information being provided, enter it in the Clarifying Note section. Select the Project Worksite from the dropdown box to attach an item to a specific worksite. If you are just starting an application, there will not be a worksite to select. After a SRFB staff member enters location information for this project, the worksite will appear in this section.

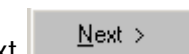
Select the Next  button. This will bring up the Photo Object screen.

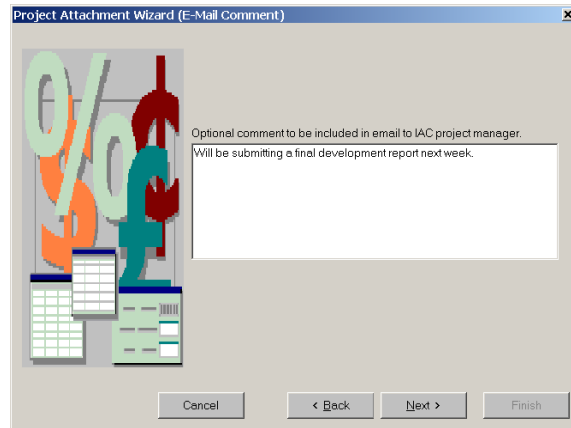


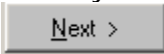
Click on all the Objects that are applicable to the attached photo. Select the Next button. This will bring up the Photo Activities screen.

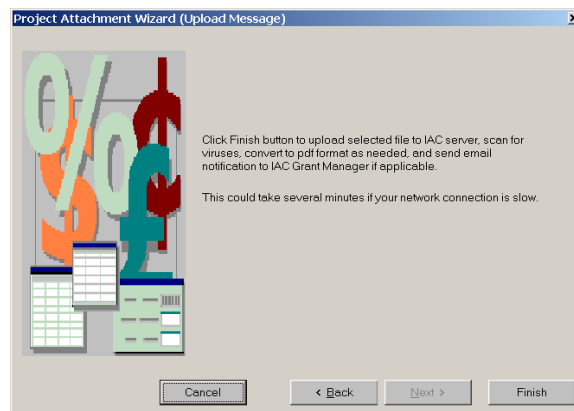



Click on all the Activities that are applicable to the attached photo. Select the Next button. This will bring up the E-Mail Comment screen.

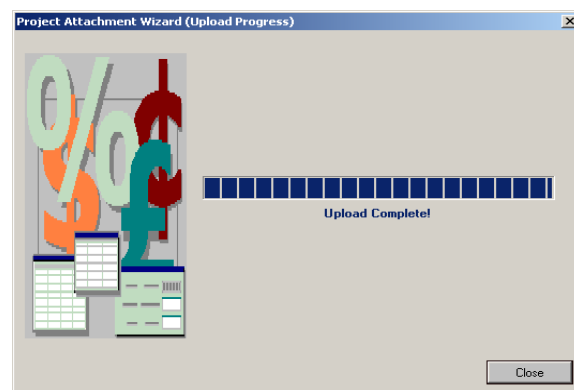




Add any information you would like to have transmitted to your Grant Manager. Select the Next  button. This will bring up the Upload Message screen.

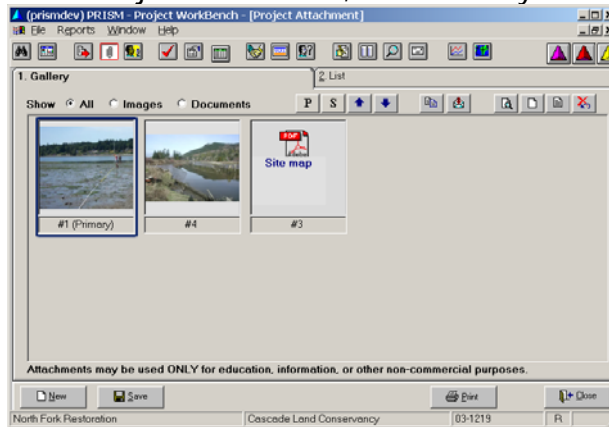


Select the Finish  button. This will bring up the Upload Progress screen.








Be patient. You are sending a photo over the Internet and it can be slow. If you find this process is too slow for your connection, you can email the photo to your IAC/SRFB Grant Manager. When the upload is complete, press Close and it will return you to the Gallery screen (Tab 1) which gives you an overall view of your attachments.

Project Attachment, Tab 1 Gallery

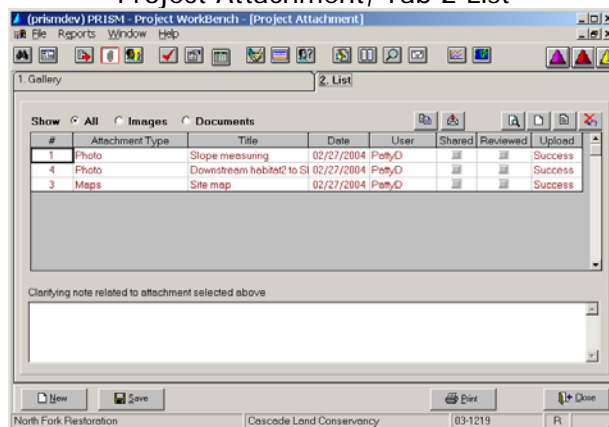


Screen Buttons

	To copy an attachment to your clipboard, first click on the item and then the Copy button.
	To export an attachment to save on your computer, first click on the item and then the Export button. You will then be given the option of where you want to save it.
	View button gives a full screen view of selected attachment.
	Add button allows user to attach another photo or document to current project.
	When this edit button is selected, an attachment detail screen appears with one to four tab sections, depending on type of attachment. The user may make additions or changes that pertain to the selected attachment on any or all of the screens. When finished, Save and Close.

To view a summary of all the documents, photos, and graphics submitted for the project, click on Tab 2 List.

Project Attachment, Tab 2 List



To view all attachments, make sure the "All" button is selected. The "Shared" button is marked after a IAC/SRFB Grant Manager has reviewed the document and made it available to all PRISM users. Until it is marked, the document/photo/graphic can only be viewed by IAC/SRFB staff and the organization and lead entity submitting the application. This screen will also tell the user if there were any problems with the uploading process. The only data that can be entered on this screen is in the Clarifying note section.